



LINE ART

BEFORE YOU SCAN: Please review scanning tips.

Scanner settings:

- **Mode:** Bitmap (1-bit Tiff or Line Art, depending on scanner software).
- **Percentage:** See Tip #7 for how to specify percentage.
- **Resolution:** 1200 ppi (pixels per inch) Some software refers to this as dpi.

Quality Control:

Open scan in Photoshop

- Check image size and resolution to ensure that your scanning specifications were correct.
- Check mode to make sure scan is in Bitmap mode.
- Enlarge the scan to 400% and clean up with the eraser tool, any specs, dust, marks, cut lines or correction tape/fluid marks that may be showing.
- Check to make sure your image is "square". Rotate if necessary.
- Add your legal copy, if you haven't already placed it on your artwork.
- Save your file with the naming convention: 2 letter feature code YYMMDD.ext. Contact Digital Features for your code, if one has not been assigned.(Tip #11)
- Save your file as TIFF with LZW compression, Mac-byte order.
- Make sure file name has format extension (Tip #10).

Saving files: (Tip #12)

- Save as .tif with LZW compression, Mac-byte order.
- Always use file format extension. (Tip #10).

COLOR OR GREYSCALE PHOTOGRAPHIC IMAGES

BEFORE YOU SCAN: Please read Color management Tip #8, and Quality Control information.

Scanner settings:

- **Reflective for photo prints; Transparency:** For slides, 4x5 transparencies, negs, etc.
- **Mode:** CMYK, 32-bit color, for color images; Greyscale for Black and White.
- **Percentage:** See Tip #7 to determine what percentage to use to create repro size scan.
- **Resolution:** 200 ppi.

Quality Control:

In Photoshop –

- Check to make sure Mode = CMYK.
- Use Unsharp mask tool to sharpen your scan.
- Clean up dust, spots, etc.
- Rotate to square up image if necessary.
- Crop out any extraneous image area.
- Color balance and adjust scan to match original (See Color Management Tips).
- Make sure that maximum density in shadow areas does not exceed 280 (total of all 4 colors) and that there is at least a 3% dot in the highlights.
- Make sure file name has format extension (Tip #10).

Clipping paths (COBs) –

- Create paths with the least amount of points possible.
- Save the path as a clipping path.
- Save the file as an .eps and embed the path.

Saving files: (Tip #12)

- Save as .tif with LZW compression, Mac-byte order.
- **IMPORTANT:** If image has clipping path, save as .eps and embed path.
- Always use file format extension. (Tip #10).

TIPS

1. For line art, prepare your art boards according to the tips outlined by the UPS Production Ready Guidelines for Conventional Line Art.
2. **Keep your scanner glass clean.**
3. **Erase all pencil lines** with soft eraser, (white or gum) to avoid roughing up art board surface.
4. **Trim your board** so that the top or side edge is squared up with your artwork rules.
5. **Correction tape and correction fluid edges will show in scans**, so avoid these whenever possible.
6. **Legal copy.** Be sure your release date, signature, copyright information, urls and other legal copy is on your art board or add it in after your scan, in Photoshop.
7. **To calculate the percentage of enlargement or reduction**, you will divide the *reproduction* size by *original* live area size of your art.
Example: Your drawing measures 60 picas from left to right outside edges of the rules. The reproduction size will be 38.5 picas.
Formula: 38.5 picas = 60 picas = .64 (64%)
Your scanning percentage will be 64%
8. **Color Management:** You will need to make sure that your monitor and scanner are set to the correct profiles for each device. You will also need to calibrate your monitor for your environment and scanner from time to time to ensure that the color stays true. If you feel this is beyond your technical expertise, please contact a local color service bureau and have them scan your photos to ensure a quality scan.
9. **The feature code will be assigned by UPS** before your feature's first release. Ask your editor or contact Digital Feature Services for your code.
10. **Set your Photoshop "Save Files" preferences to add the 3-letter extension.** Set preferences to: Append Files Always, Use lower case.
11. **Naming Conventions:**
 - a.) **If scan will be imported into a Quark document:** Name it whatever makes sense, but avoid using spaces, hyphens, %, =, /, \, or more than one "." in the name. Make sure there is a file format extension. To assist in readability you can use "_" character to separate words. (Tip #10).
 - b.) **If photo or line art scan will be released as a single item:** Name with 2-letter feature code (Tip #9) YYMMDD.ext
Example: Bizarro for march 27, 2002 will appear as: bz020327.tif
12. **File formats accepted:** TIFF, JPEG, EPS. File formats *not* suitable for print production: GIF, PICT, MSExcel tables or charts, images embedded in MSWord document.

If you have any production questions, please contact Universal Press Syndicate, Digital Features Services. Phone: 816-932-6600.